



## Field Force FACE-TO-FACE INTERVIEWER

ORIMA Research is Australia's leading provider of research services to the Australian public sector. We are currently expanding our face-to-face interviewing team around Australia and require motivated individuals able to work confidently within their local community, particularly with Aboriginal and/or Torres Strait Islander individuals.

While the position is casual, stand out performers will be employed on an ongoing ad hoc basis across a number of projects to be implemented within their local communities.

### Role

- Casual positions available in capital cities, regional and remote areas across Australia
- Flexible hours
- Commencing immediately
- Pay rate of \$30.29 per hour (plus reimbursement of expenses) for training and briefing
- Pay rate per job will be allocated depending on the nature of the project, either an interview rate (\$35-\$50) or a per hour rate (\$30.29)

### Responsibilities

- Undergo basic research process training, including face-to-face and telephone interviewing techniques
- Undergo training to effectively conduct interviews using a tablet and appropriate IT systems/software
- Recruit people from local communities with whom to conduct face-to-face interviews
- Effectively conduct face-to-face interviews, including with Aboriginal and/or Torres Strait Islanders
- Provide administrative support for the face-to-face interviews conducted (receive, handle and dispatch interview material) if required
- Ensure quality control for each face-to-face interview (check that each interview meets quality requirements)
- Work closely with the project co-ordinator during the project
- Interact with the local community in a highly professional manner

### Requirements\*

- Prior experience preferable (but not essential as extensive training will be provided)
- Ability to work effectively and comfortably with members of the local community, particularly with Aboriginal and/or Torres Strait Islander individuals
- Confident, organised, reliable and outstanding interpersonal and communication (written and oral) skills
- Able to meet deadlines and work independently or within a team.
- Self-motivated with a positive attitude

### Aboriginal and/or Torres Strait Islander individuals are encouraged to apply.

If you feel you meet these requirements, please apply by submitting an up to date resume as well as a cover letter addressing each of the five requirements listed above\* to Damien Loizou [Damien.Loizou@orima.com](mailto:Damien.Loizou@orima.com) at ORIMA Research **by 7 January 2019**. If you have any queries regarding this role, please call Damien on 03 9526 9000 or 1800 883 345.

ORIMA Research undertakes to treat your personal data in accordance with the provisions of the Privacy Act 1988 (Cth).

ORIMA pays respect to Aboriginal and Torres Strait Islander peoples past and present, their culture and traditions and acknowledges their continuing connection to land, sea and community.

[WEBSITE LINK](#)